

Retention and Classification Report

Agency: Logan (Utah). Municipal Court (594)

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Logan, UT 84321
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Records Officer

07716	Civil index
05389	Civil registers of actions
07719	Criminal index
05381	Small claims plaintiffs and defendants register and index

AGENCY: Logan (Utah). Municipal Court

SERIES: 7716

3

TITLE: Civil index

DATES: undated

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

Name index to plaintiff and to defendant for cases 1 through 13289.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

The index has administrative and historic value and facilitates clerical management of and access to the probate case files. The permanent disposition of the case files is based on their historical, administrative, and legal value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Municipal Court

SERIES: 5389

3

TITLE: Civil registers of actions

DATES: 1921-1979

ARRANGEMENT: numerical by case number

DESCRIPTION:

These registers log activities in individual cases giving the date and type of action taken.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 10 years and then destroy.

AGENCY: Logan (Utah). Municipal Court

SERIES: 7719

3

TITLE: Criminal index

DATES: undated

ARRANGEMENT: Alphabetical by defendant surname.

DESCRIPTION:

Name index to defendants in criminal cases, for case nos. 2 through 25,578.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

The index has administrative and historic value and facilitates clerical management of and access to the probate case files. The permanent disposition of the case files is based on their historical, administrative, and legal value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Municipal Court

SERIES: 5381

3

TITLE: Small claims plaintiffs and defendants register and index

DATES: 1950-1978

ARRANGEMENT: Numerical by case number, thereunder alphabetical by initial letter of the surname of the plaintiff or defendant

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.